

1710
N252D
«DATE»

MEMORANDUM

From: Head, Financial Analyst, Commander, Navy Installations
Command, Millington Detachment
To: Commanding Officer, «command»
«command_address»

Subj: CNI CENTRAL FUND UNIT ALLOCATION EFT AVAILABILITY

Encl: (1) CNI Instructions To Obtain EFT Funding
(2) Sample EFT Payment Enrollment Form
(3) Sample Successor in Interest Letter
(4) Sample Rec Fund Financial Statement Form 7010-2
(5) Sample Shore Unit Allocation Request

1. As part of our continuing efforts to provide the best possible service to our customers, CNI Millington Detachment is now able to offer payment of annual unit allocation grants by electronic fund transfer (EFT) directly into unit recreation fund bank accounts. This is the preferred method of payment.

2. Enclosure (1) provides instructions that should be made available to all MWR Rec Fund Custodians to assist them in properly maintaining their Fund responsibilities. It also answers the most frequently asked questions received at CNI.

3. Please complete the EFT Enrollment Form and return it to begin receiving an EFT in place of a check. A letter notifying you that an EFT has been processed will be sent to the Commanding Officer. If an EFT is not possible for your command, respond to us with a letter of explanation.

4. Our mailing address is:
Commander, Navy Installations Command
Millington Detachment N252D
5720 Integrity Drive
Millington TN 38055-6520

5. CNI Millington Detachment point of contact is Judy Harwood, (901) 874-6603, DSN 882-6603, email P652fa@persnet.navy.mil, fax (901) 874-2006.

KATHY WADE

August 18, 2005

Instructions for all NAFI Decentralized Navy shore commands to obtain annual funding

Each command will establish a bank account named, "Recreation Fund, (command name)" and send a copy of a check and a deposit slip to CNI Millington Detachment N252D along with a completed and signed "Command Customers EFT Payment Enrollment Form." (sample provided) By completing this form an electronic transfer of funds will be done directly into the Command's Rec Fund bank account. This is the preferred method of payment.

Commands must notify CNI Millington Det. N252D immediately of any change in bank, account, or command name/address. EFT (electronic fund transfer) information provided to the bank by CNI Millington Det. N252D must match exactly for the EFT to be accomplished.

A letter of Successor in Interest is required to be sent to the Command's Rec Fund bank with a copy forwarded to CNI Millington Detachment N252D. (sample provided)

After the fiscal year closes on 30 Sep a Command Rec Fund Financial Statement (Form 7010-2 sample provided) shall be prepared. Special attention should be given to Lines 6 & 49.

A letter requesting the new fiscal year funding should be prepared and include name, phone, fax and email for (POC) Point of Contact (sample provided). The letter should also provide the number of full time active duty personnel and, if applicable, the number of full time active duty students actually on onboard as of 30 Sep. The total number of eligible personnel should match Line 49 of the Financial Statement.

The Command's requesting package for the new fiscal year funding should contain the previous year's Financial Statement, copy of the Command Rec Fund check and deposit slip and forwarded to CNI Millington Det. N252D POC for processing. **Note:** NRCs, NRFs, N&MCRCs are required to send their requesting package to CNI Millington Det via their REDCOM for endorsement. REDCOM will forward the requesting package to Millington Det N252D.

COMMAND CUSTOMERS EFT PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments. Please complete and return this form as soon as possible.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 USC 3332, as amended by the Debt Collection Improvement Act of 1996 (P.L. 104-134) and 31 CFR 208. This information will be used by the Navy Personnel Command, Morale Welfare and Recreation Division, to electronically transmit payment data to your financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

CNI CFAS INFORMATION

ACCOUNT GROUP: **MILITARY COMMANDS** POC: **JUDY HARWOOD**
CO CODE: **6510** SALES ORG: **6510** DIST: **01** DIV: **01**

COMPANY ACCOUNTS RECEIVABLE INFORMATION

CUSTOMER NAME: Navy Recruiting Center Anytown
SEARCH TERM: (CUSTOMERS LAST NAME)
STREET ADDRESS: 1234 Main Street
CITY: Anytown FPO STATE: TN ZIP: 12345-0001
FAX PHONE: 123-123-1234 UIC: 12345
RECON ACCOUNT: **131005** PAYMENT METHOD: **Electronic Fund Transfer**
PAYMENT BLOCK: (ENTER DATE)
SAP ASSIGNED CUSTOMER NUMBER: DATE ENTERED:

FINANCIAL INSTITUTION INFORMATION

NAME: Anytown Bank or Credit Union
ADDRESS: 1234 First Street, Anytown TN 12345
ACH COORDINATOR NAME: PHONE:
ABA ROUTING NUMBER: 123456789
BANK ACCOUNT HOLDER NAME: Navy Recruiting Center Anytown Recreation Fund
ACCOUNT HOLDERS BANK ACCOUNT NUMBER: 123456789
ACCOUNT TYPE: CHECKING: ☒ SAVINGS:
SIGNATURE OF OFFICIAL: *John Smith* DATE: 01 Oct 06
TITLE OF OFFICIAL: Commanding Officer

ENCL (2)

SAMPLE SUCCESSOR IN INTEREST LETTER
(Letterhead)

Date:

Name and Address of Bank

Sir or Madam:

The Recreation Fund, (Name of Activity) maintains checking account # _____ and savings account # _____ with your bank.

The Commander, Navy Installations Command is designated as the successor in interest to these accounts. No responsibility will be attached to the (Name of Bank) after transfer of funds to or under the order of the Commander, Navy Installations Command (N252D).

Sincerely,

(Signature of Commanding Officer)

Copy to: Commander, Navy Installations
Millington Detachment N252D
5720 Integrity Drive
Millington TN 38055-6500

ENCL (3)

RECREATION FUND FINANCIAL STATEMENT

BUPERS REPORT 7010-2

REPORTING ACTIVITY

UIC

ANNUAL
REPORT

FOR FISCAL YEAR ENDING

MONTH	DAY	YEAR

REPORTING TO
COMNAVPERSCOM
PERS 652D

OR
INTERIM
REPORT

MONTH	DAY	YEAR

LINE	INCOME AND EXPENSE STATEMENT		TOTALS	LINE
1	NET WORTH (CASH) BROUGHT FORWARD BEGINNING OF PERIOD		\$	1
	CASH RECEIPTS			
2	RESALE OPERATION INCOME	\$		2
3	VENDING/AMUSEMENT MACHINE INCOME	\$		3
4	TOTAL RESALE/VENDING INCOME (Total of Lines 2 and 3)		\$ -	4
5	EXCHANGE/SHIP'S STORE PROFITS		\$ -	5
6	TRANSFERS FROM BUPERS CENTRAL FUND		\$	6
7	TRANSFERS FROM OTHER RECREATION FUNDS		\$ -	7
8	SPORTS PROGRAM INCOME		\$ -	8
9	ENTERTAINMENT INCOME		\$	9
10	TOURS INCOME		\$	10
11	CRUISE BOOK INCOME		\$ -	11
12	RECREATION PROGRAM AND ACTIVITY INCOME		\$ -	12
13	INTEREST INCOME		\$	13
14	LOAN REPAYMENT FROM INDIVIDUALS		\$ -	14
15	MISCELLANEOUS INCOME (Other income not listed) (ATTACH ADDENDUM)		\$ -	15
16	TOTAL CASH RECEIPTS (Total of Lines 4 thru 15)		\$ -	16
	CASH EXPENDITURES			
17	RESALE MERCHANDISE PURCHASED	\$		17
18	VENDING MACHINE MERCHANDISE PURCHASED	\$ -		18
19	TOTAL RESALE/VENDING MERCHANDISE EXPENSE (Total of Lines 17 and 18)		\$ -	19
20	DISTRIBUTIONS		\$ -	20
21	ENTERTAINMENT EXPENSE		\$	21
22	SPORTS EXPENSE		\$ -	22
23	ELECTRONICS EXPENSE		\$ -	23
24	TOURS EXPENSE		\$	24
25	CRUISE BOOK EXPENSE		\$ -	25
26	EXPENDABLE PROPERTY/SUPPLIES EXPENSE		\$	26
27	NONEXPENDABLE PROPERTY EXPENSE		\$	27
28	VEHICLE PROCUREMENT EXPENSE		\$ -	28
29	SALARIES AND WAGES EXPENSE (Requires Completion of Line 44 & 45)		\$ -	29
30	MAINTENANCE/REPAIR EXPENSE		\$ -	30
31	LOANS DISBURSED TO INDIVIDUALS		\$ -	31
32	MISCELLANEOUS EXPENSE (Other expense not listed) (ATTACH ADDENDUM)		\$	32
33	TOTAL CASH EXPENDITURES (Total of Lines 19 thru 32)		\$ -	33
34	NET WORTH (CASH) AT END OF PERIOD (Lines 1 and 16 minus Line 33)		\$ -	34

RECREATION FUND FINANCIAL STATEMENT

BUPERS REPORT 7010-2

LINE	INCOME AND EXPENSE STATEMENT (From Reverse Side)				TOTALS	LINE
35	NET WORTH (CASH) BROUGHT FORWARD BEGINNING OF PERIOD (Line 1 amount)				\$	35
36	TOTAL CASH RECEIPTS (Total Lines 4 thru 15)				\$	36
37	TOTAL CASH EXPENDITURES (Total Lines 19 thru 32)				\$	37
38	TOTAL NET WORTH (CASH) AT END OF PERIOD (Lines 35 & 36 minus Line 37 must equal Line 43)				\$ -	38
RECAPITULATION OF NET WORTH (CASH)						
	TYPE OF ACCOUNT/NUMBER		NAME/ADDRESS OF BANK			
39	GENERAL CHECKING				\$	39
40	SAVINGS				\$	40
41	PETTY CASH FUND				\$	41
42	UNDEPOSITED CHECKS / CASH ON HAND				\$	42
43	TOTAL NET WORTH (CASH) CARRIED FORWARD (Must equal the figures on Lines 34 and 38)				\$ -	43
BANK INFORMATION						
44	AMOUNT COLLATERALIZED THROUGH BUPERS (PERS-65)					44
45	TYPE OF INSURANCE OF BANK ACCOUNT (I.E., FDIC, FSUC, ETC.)					45
STATISTICAL DATA						
				FULL TIME	PART TIME	
46	MILITARY PAID FROM NONAPPROPRIATED FUNDS					46
47	CIVILIANS PAID FROM NONAPPROPRIATED FUNDS					47
48	ACTIVITY'S AUTHORIZED MILITARY PERSONNEL ALLOWANCE					48
49	ACTIVITY'S ACTUAL NUMBER OF MILITARY PERSONNEL					49
50	TOTAL NONEXPENDABLE PROPERTY (Must equal total of property/equipment inventory record)				\$	50
51	TOTAL OPTAR FUNDS DISBURSED FOR RECREATION DURING CURRENT FY				\$	51
52	VEHICLE INVENTORY RECORD (List all vehicles, camping trailers, boat trailers, etc., of hand)					52
	Make	Model	Year	Serial Number	USN Registration	
a						
b						
c						
d						
e						
f						

CERTIFICATION

I certify that the Recreation Fund Financial Statement (NAVPERS 70010/2) is correct and that there are no unreported receipts or expenditures.

CUSTODIAN OR MEMBER OF AUDIT BOARD

SIGNATURE

DATE

I have reviewed the Recreation Fund Financial Statement. I certify that it accurately represents the condition of the Fund and that all disbursements are in accord with the existing regulations. Conditions are satisfactory except where noted. I certify that all assets are protected as required by DOD Financial Management Regulation Volume 13, Appendix C, Accounting Procedures for Navy Nonappropriated Fund (DOD 7000.14-R).

COMMANDING OFFICER

SIGNATURE

DATE

RECREATION FUND FINANCIAL STATEMENT ADDENDUM

BUPERS REPORT 7010-2

Page 1

REPORTING ACTIVITY	UIC	DATE
LINE 15	MISCELLANEOUS INCOME <i>(Other income not listed)</i>	EXPLANATION
		Amount
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL MUST MATCH DOLLAR AMOUNT ON LINE 15 FRONT PAGE		TOTAL \$ -

LINE 32	MISCELLANEOUS EXPENSE <i>(Other expense not listed)</i>	EXPLANATION
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL MUST MATCH DOLLAR AMOUNT ON LINE 32 FRONT PAGE		TOTAL \$ -

ENCL (4)



DEPARTMENT OF THE NAVY

**NRC Morrie
Morrie, TN 33333**

1710
Ser 03/064
03 Mar XX

From: Commanding Officer, NRC Morrie
To: Commander, Naval Installations Command N252D
Via: Commander, Navy Regional Readiness Command

Subj: REQUEST FOR FY-XX RECREATION UNIT ALLOCATION

Ref: (a) BUPERSINST 1710.11C

1. Per reference (a), enclosure (1), FY-XX annual Financial Statement of our Recreation Fund, Form 7010-2, is forwarded.
2. It is requested that FY-XX Recreation Fund annual Unit Allocations for Naval Reserve Center Morrie be provided at the standard rate of \$35.00 per full time active duty military personnel per year. The actual number of full time active duty onboard this command as of September 30, 200X is XX, which corresponds to Line 49 of our Financial Statement.
3. The point of contact for this command is SK1 John Smith, Comm: 123-123-1234, Fax: 123-123-1235, DSN: 123-1234, e-mail john.smith@morrie.navy.mil.

J. SMITH
LCDR USNR

Encl (5)